

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NEGE09544840**

**Opening Date:** July 22, 2009

**Closing Date:** July 27, 2009

**Position:** Budget Analyst, GS-0560-07/09

**Salary:** \$41,210 - \$53,574 Annual

**Place of Work:** US Army Engineer District, Baltimore; Operations Division,  
Management Support Branch

**Duty Station:** Baltimore, MD

**Position Status:** This is a Permanent position - Full Time

**Number of Vacancy:** 1

**Duties:** As a member of Management Support Branch, you will be responsible for insuring the effective execution of assigned sub-programs of the Operation and Maintenance (O&M) Program for Operations Division. You will perform budget analysis to include checking the accuracy and adequacy of budget justification data and monitoring and tracking obligations and expenditures using Corps of Engineers Financial Management System (CEFMS), a financial management database. You will advise project managers and branch chiefs during the O&M budget development and approval process through researching, compiling and summarizing data. You will verify that obligations expenditures occur on a timely basis in accordance with the approved schedules and regulatory controls, recommend transfer of funds between programs and/or objects within a program when funds needed to cover increases in obligations, and make determinations of reasonable cost by questioning the propriety of proposals and recommending revisions.

**About the Position:** Recruitment is at the GS-07 level only with a full performance level of GS-09.

**Who May Apply:**

- Current Army employees with competitive status (includes Army employees serving on a career or career-conditional appointment).
- Applicants eligible under Veterans Employment Opportunities Act of 1998 (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

**Qualifications:**

**SPECIALIZED EXPERIENCE:** Qualified candidates for this position must show in their resume they have the training and/or experience in the following areas: (1) Knowledge

of accounting, budget or other financial principles and procedures to formulate and execute a budget, resolve nonstandard transactions and discrepancies, and provide advice. (2) Demonstrated use of accounting automated systems applications and computer file systems to input, change and extract financial data. Applicants should fax a copy of their two (2) most recent performance appraisals to Valerie Chambers at 410-962-6033.

GS-07: One year of experience directly related to the occupation equivalent to at least the next lower grade level; or 1 full year of graduate level education or superior academic achievement; or equivalent combinations of experience and education.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Education can be substituted for experience. Review the qualification requirements for specific information.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

#### **Other Information:**

- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- The Department of Defense (DoD) policy on employment of annuitants will be used in determining eligibility of annuitants. The DoD policy is available on <http://www.cpms.osd.mil/ASSETS/E8AB932EA1E44617BAC7222922E42A62/DoDI140025-V300.pdf>
- Salary includes applicable locality pay or Local Market Supplement.
- In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions,

participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e., retired under section 8336(d)(1) or 8414(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives>.)

- Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government interest.
- Defense National Relocation Program will not be authorized.

### **Other Advantages:**

Baltimore District is located in the City Crescent Building in downtown Baltimore and is adjacent to Baltimore's Inner Harbor, and within walking distance of famous Lexington Market. The Baltimore area is home to several universities and colleges (e.g. John Hopkins, University of Baltimore, Towson, Loyola, and Goucher); world-class medical facilities; and numerous cultural attractions. MTA Light Rail, Subway, and Bus subsidy is provided for those who elect to use public transportation.

### **Other Requirements:**

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is required.
- One year trial/probationary period may be required.

### **HOW TO APPLY:**

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

## RESUME:

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on **Build A Resume / Review Status**. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

## **SELF NOMINATION:**

If your resume is currently in our central database, you may Self-Nominate by going to the [CPOL/CPOC Vacancy Announcement Board](#), scroll down to the bottom of the page and key (or cut and paste) the announcement number into the Search - Announcement field, select the announcement and go to the bottom and click on SELF NOMINATE. The form will appear that you need to complete to submit your self nomination. Click [here](#) to use the [Army Resume Builder](#) - to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.
- Announcements close at 12:00 a.m. (midnight) Eastern Time.

## **Point of Contact:**

Central Resume Processing Center, 410-306-0137,  
[aplicanthelp@cpsrxtp.belvoir.army.mil](mailto:aplicanthelp@cpsrxtp.belvoir.army.mil)

## **THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

## **SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES**